

DISTRICT ATTORNEY

POLICY DESCRIPTION FORM

Department/Group: District Attorney/Law & Justice Budget Code: AAA DAT
 Title: Clerk III (Position #02710)

PRIORITY: Rank 2 of 3 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

As the department completes a business needs assessment, we have identified several areas of need where this clerical position would be valuable. The position was being held pending grant renewals to see if the state budget would impact grant amounts.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 25,568	\$ 26,335

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk III	25,568

Services & Supplies	25,568	26,335
Other (specify) _____		
Equipment		

FIXED ASSETS	
Item	Amount
	25,000

Reimbursements (specify) _____

Total: \$ 25,568 \$ 26,335

REVENUE (specify source)

Total: \$ \$

LOCAL COST \$ 25,568 \$ 26,335